

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally resign from my position at [Company/Organization Name], effective [Last Working Day, typically two weeks from the date above].

I have appreciated the opportunities for personal and professional development that you have provided during my time here. I am grateful for the chance to be part of such a talented team, and I value the experiences I've gained.

I will do my best to ensure a smooth transition and to complete any outstanding tasks before my departure. Please let me know how I can help during this period.

Thank you once again for the support and guidance. I hope to stay in touch in the future.

Sincerely,
[Your Name]